



# Penrith Town Council

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## **PUBLIC PARTICIPATION AT MEETINGS**

Every formal meeting of the Council is open to the press and public. We encourage members of the public to become more involved in democracy by attending and participating in Council and Committee Meetings and submitting questions/statements under defined rules as detailed in the Council's Standing Orders. We ensure that our meeting venue is accessible. The Council website contains information regarding meetings and public participation.

You are welcome to attend the meeting for all matters in part one, which is the open to the press and public. If the Council needs to consider private and confidential matters and go into private session, which we call part two, you will be asked to leave the meeting. Prior to the meeting, it is helpful to write to the Town Clerk informing the Council that you wish to speak on a matter that is to be discussed at that particular meeting:

- You will be allowed to speak at the discretion of the Chair.
- Your name will not be recorded in the minutes of the meeting.
- The Chair will invite you to stand/sit in location where you can be heard, clearly.
- You can speak for a maximum of 3 minutes per meeting, per matter.
- Supplementary questions are permitted for a maximum of 2 minutes.
- You must not interrupt speakers or speak during the member's debate.
- You must not hold conversations with other members of the public during meetings.
- You must avoid repetition if several people are making a representation on what single item of business.
- Members of the public who become disruptive during the meeting will be asked by the Chair to leave.

The Council may respond to you at the meeting or may write to you.

**APPROVED: 2015**

**REVIEW: ANNUALLY**